DISTRICT 1 CONSTRUCTION PROCEDURE

TOPIC: **Unpaid Bill Processing**

REF: **CPAM (Construction Project Administration Manual), Section 6.1, UNPAID BILL PROCESSING**

NOTE: **In District One, all Unpaid Bills will be processed at the Project Administration level until Final Acceptance. The District will handle all unpaid bills after Final Acceptance.**

Resident Office Responsibilities

Upon Receipt of Notice to Owner:

1. Any Notice to Owner from Subcontractors or Suppliers shall be immediately reviewed to ensure it is not an Unpaid Bills notice. Contact the Subcontractor or Supplier and confirm whether it is or is not. If it is an unpaid bill notice follow the direction below.

Upon receipt of an unpaid bill notice:

1. All notification of **Unpaid Bills** from Subcontractors or Suppliers shall be immediately date stamped and forwarded, **with the original envelope**, to the Bartow District Construction Office for input into the TSO Unpaid Program for tracking. Mailing Address: Florida Department of Transportation, Attn: Merry Faulkner, 801 N. Broadway, (MS 1-6), Bartow, Florida 33830.

   District Construction Office Point of Contact: Merry Faulkner, District Contract Support Specialist, (Merry.Faulkner@dot.state.fl.us) (Ph: 863/519-2648)

2. A letter (as shown in the CPAM Guidance Documents 6-1-A or 6-1-B) will be sent to the Prime Contractor with copies to all applicable parties (w/ a copy of the unpaid bill claim) to initiate an investigation into the claim.

3. The Prime Contractor must show good cause for not paying the subcontractor. If good cause is provided then progress payments will continue. The Project Administrator will coordinate the review with the District Final Estimates Manager, Attn: Scott Sikorski, District Technical Services Manager, (Scott.Sikorski@dot.state.fl.us) (Ph: 863/519-2782)

   If it is discovered that the Prime Contractor does not have good cause for withholding payment to the subcontractors/supplier then the District Construction Engineer will determine whether to withhold payment of the next monthly progress estimate.

4. The Certification Disbursement of Previous Payment to Subcontractors (Form 700-010-38) that is required each month prior to the next month's payment should reflect any unpaid bill claims and include the required backup documentation.

   If the Certification is incomplete follow CPAM guidance document 6-1-C.

5. When unpaid bill is resolved Contact Merry Faulkner, District Contract Support Specialist, (Merry.Faulkner@dot.state.fl.us) (Ph: 863/519-2648) Merry will then enter the unpaid bill as resolved in the TSO Unpaid Bill tracking system.